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## **Senior Mitigation Planner**

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### **Duties**

- ❑ Manages the workflow and assignments of hazard mitigation planners, provides direction and guidance to hazard mitigation planners.
- ❑ Reviews local, state or tribal mitigation plans for compliance with FEMA regulations and policy.
- ❑ Provides recommendations to FEMA regional staff and prepare written recommendations for improvement to the plan.
- ❑ In coordination with State and Regional FEMA staff, provides technical assistance to local, tribal, and state government officials with regard to preparation, revision, or update of hazard mitigation plans to comply with Federal standards.
- ❑ Manages the tracking of each assigned plan through the administrative elements of the review process, including database entry, drafting of review and approval letters.
- ❑ Provides on-going follow-up with affected state, local, and Tribal staff during plan revisions.

### **Knowledge, Skills and Abilities**

#### **Knowledge**

Knowledge of general planning principles, practices and procedures. Background in hazard mitigation planning, hazard mitigation grant programs, community planning, business continuity planning, watershed management planning, and/or emergency operations planning. Knowledge of various types of natural hazards and the impact that they may have on the built environment, and thereby, on social and economic processes. Knowledge of mitigation techniques that may be used to reduce the impact of these hazards is also helpful.

#### **Skills**

- ❑ Competent written and oral communicator.
- ❑ Able to effectively coordinate and negotiate with external organizations or groups.
- ❑ Possesses good consensus and team building skills and ability to supervise professional staff.
- ❑ Ability to articulate and conduct detailed briefings.
- ❑ Ability to develop operational objectives and plans.
- ❑ Possesses well developed interpersonal skills.
- ❑ Proficient in operation of a computer and MS Office programs.

#### **Abilities**

- ❑ Ability to review and analyze complex, lengthy documents and compare them against Federal requirements and guidance.
- ❑ Ability to operate in a politically sensitive environment and perform job responsibilities under stressful conditions.
- ❑ Ability to be considerate, patient, and open-minded when providing technical assistance to local, state, and tribal officials that have a less complete understanding of the Federal hazard mitigation planning requirements.
- ❑ Ability to conduct meetings under time sensitive and stressful situations.
- ❑ Ability to train and orient new staff members.